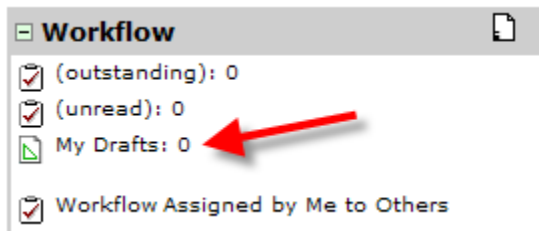
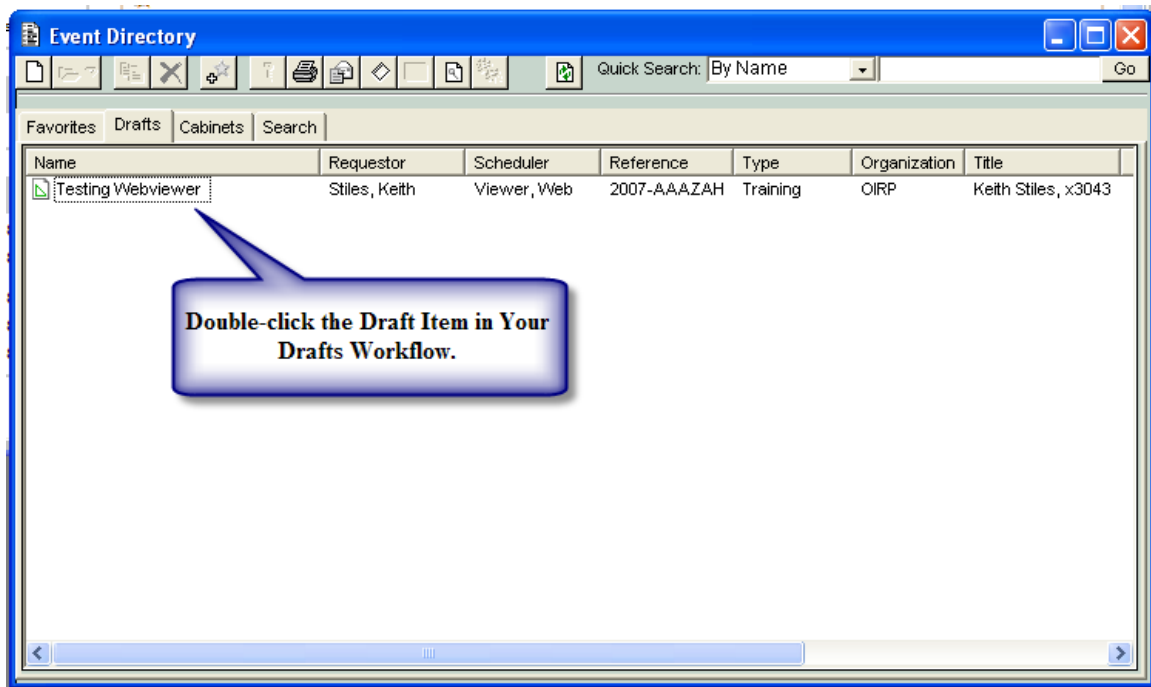


How Does a Space Approver Deal with Space Requests from the Webviewer? Using the My Drafts Workflow to Assign Space for Webviewer Requests

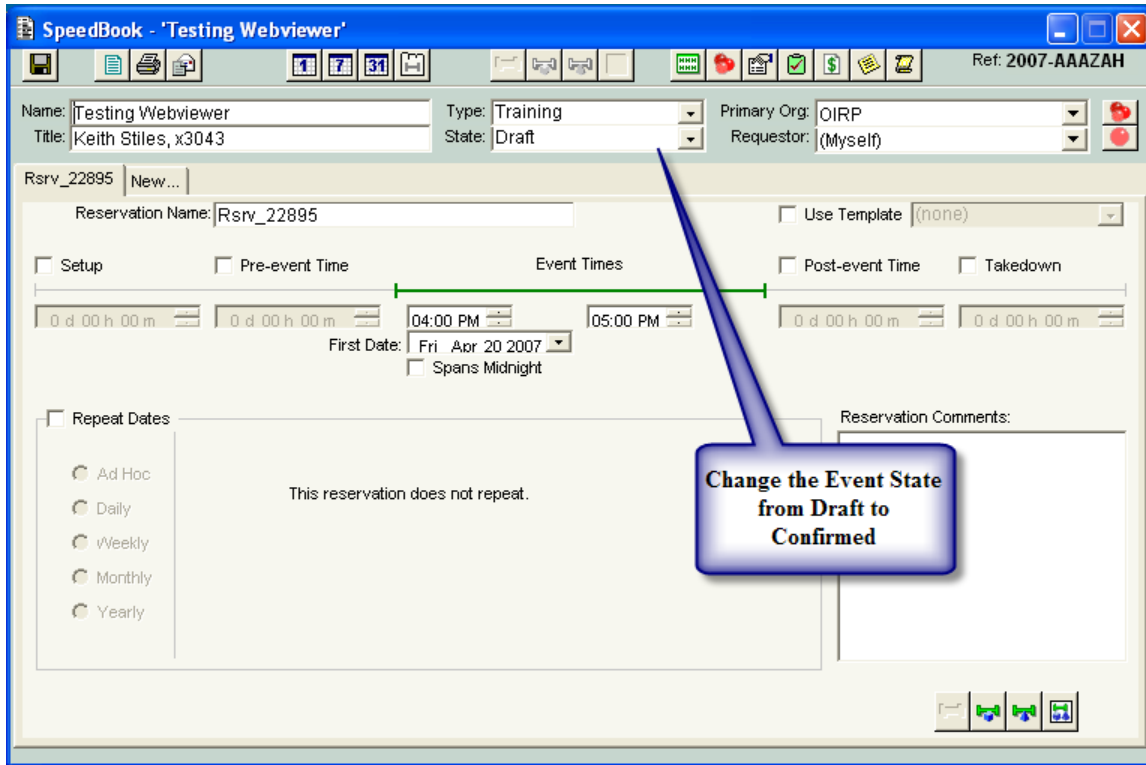
When an individual requests space on the Webviewer, the space request generates a workflow item that appears in the **My Drafts** Workflow for the **Webviewer Seat** (the person who maintains webviewer requests). The **Webviewer Seat** will open the draft event and determine from the space request which space approver to route the request to for approval and review. Once the **Webviewer Seat** has routed the event to the appropriate space approver, that individual will receive an entry in their **My Drafts** workflow. At that point, they should click on **My Drafts** to review the space request.



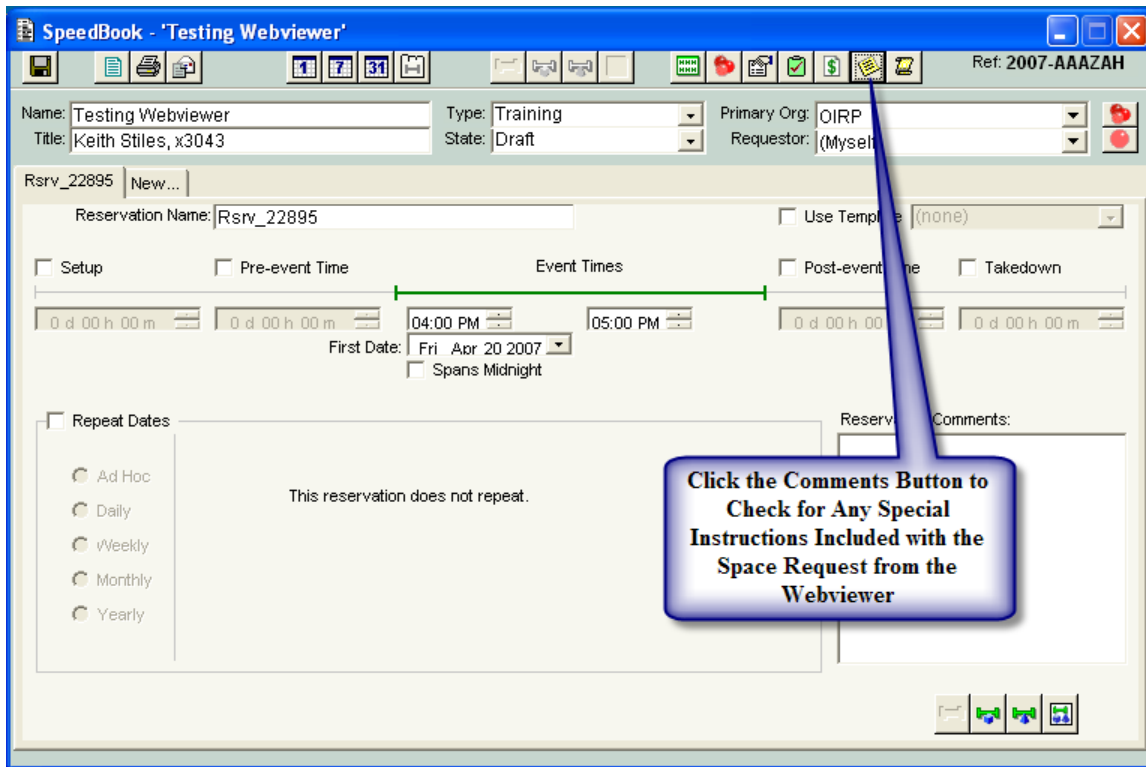
Once, the **My Drafts** workflow is opened the space approver will see the speedbook entry for the requested event. Double-click the Draft Item in your Drafts Workflow.



Once the Speedbook entry is opened for the event, you may then review the request and determine whether you will approve the use of the space requested for the event. When you decide to approve the request, you should first change the **Event State** from Draft to Confirmed. You might also choose at this time to change the **Requestor** data back to the person who made the request. Webviewer users are being asked to use the **Title** section of the Speedbook entry to indicate their name and contact information as illustrated below.



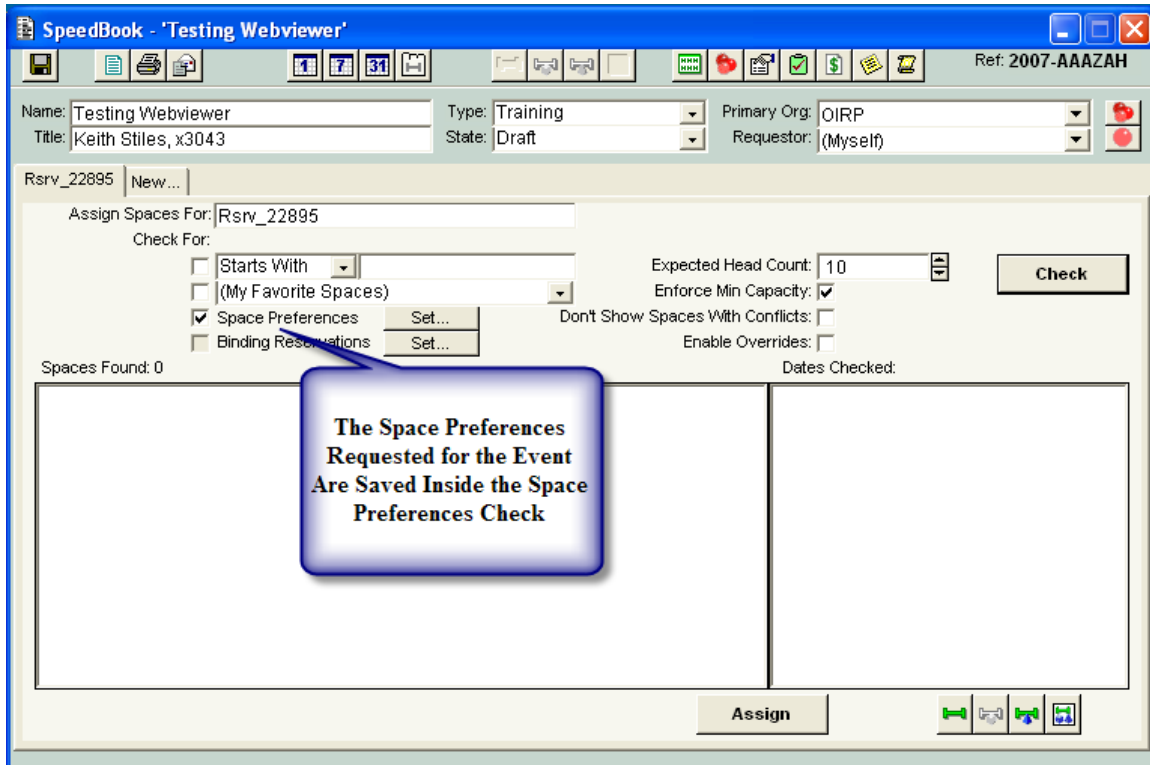
After changing the **Event State**, you should always make sure to click the **Comments** button on an event routed to you through the Webviewer. The **Comments** section of the Webviewer Request form are stored in this location and may contain additional instructions that the Webviewer User could not enter on the web form. For example, they might add time for **Setup** and **Takedown** in the comments sections which would allow you to adjust the event. The Webviewer does not allow as complex a request as space approvers can make within the Speedbook.



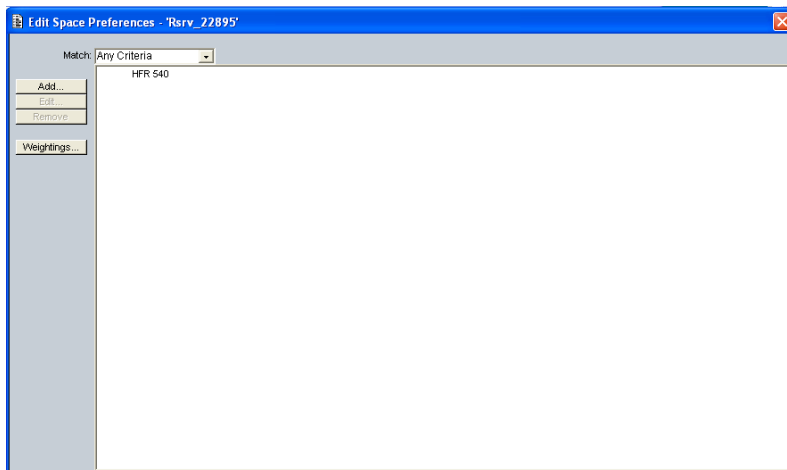
Once you click on the **Comments** button, Resource25 will display the contents of the notes in a separate window. Please take the time to read the comments entered by the user to save all people involved time with possible misunderstandings concerning the space request.



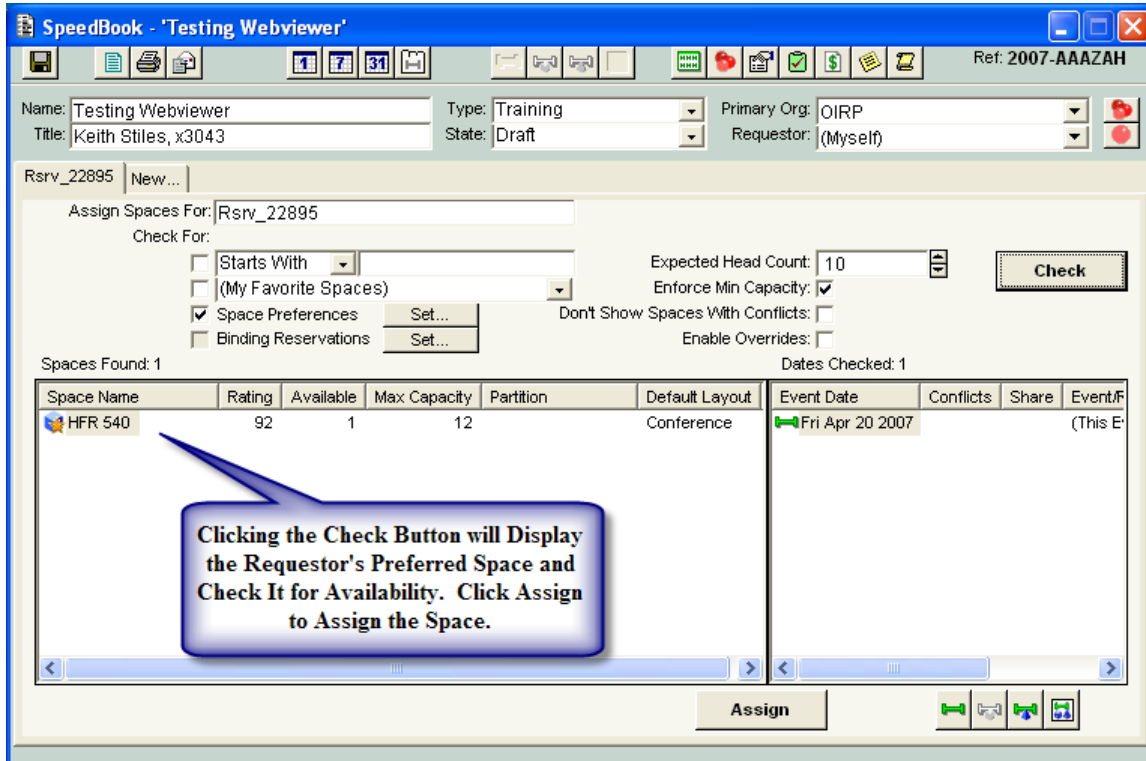
You should next check the **Assign Spaces** section of the Speedbook entry to determine what space has been requested. The Webviewer allows users to indicate a **space preference**. This preference is held in the **Space Preferences** search feature in the Speedbook. Also note, the Webviewer automatically enters the **Expected Head Count** for the event and checks the **Enforce Min Capacity** box to ensure that no spaces will be displayed that do not have at least the capacity for the expected head count.



If you click on the **Set** button in the **Assign Spaces** area of the Speedbook, you will see the preferred spaces before you check for availability.



To check the availability of the space, click the **Check** button and the Speedbook entry will search for the **Space Preferences** listed by the user and display availability. Click the **Assign** button when you are ready to assign the space to the event and follow the normal procedures to assign the space.



You will also want to check the **Assign Resources** tab of the Speedbook to see if the event requestor asked for resources. Webviewer Users have been informed that currently only resources in the University Center and the Ramsey Center are available for request and only for those locations.

Once you have completed making all modifications, be sure to click the **Save** button to save all the assignments.



You may then close the event speedbook entry. The draft entry will then disappear from both the Webviewer Seat's draft workflow and from your workflow.